



ITS Institute

3771 Eastwood Drive, Jackson, Mississippi 39211

Information Technology Course Catalog

July-September 2011

This Catalog is also
Find It Online
www.its.ms.gov
the ITS Home Page
Available on the Internet

About the ITS Institute: The Mississippi Department of Information Technology Services (ITS) Education Services Division offers an ongoing educational program designed to enhance and improve the computer and communication skills of personnel within state government. The training program is commonly called the ITS Institute. The curriculum is structured so that a person with no experience can begin with an introductory course and, if appropriate, progress to highly advanced levels of information processing.

The ITS Institute uses an automated system for course scheduling, registration, permanent records, and student transcripts. This system provides the necessary documentation for state agencies and the students regarding their training accomplishments. Certificates are provided to students upon successful completion of courses.

During Fiscal Year 2010, ITS offered approximately 191 instructor led classes to approximately 1,416 students, representing numerous state agencies, universities, community colleges, and governing authorities. The Institute curriculum has been expanded as the demand for information systems skills has increased. The ITS Institute provides the necessary education and training to make state personnel more productive at a significantly lower cost than outside training sources.

Customized Training: The ITS Institute has the resources to provide instruction in almost any information systems area needed by state government employees. In addition to the regularly scheduled courses, we will design a class to meet your specific training needs. We also provide online training in conjunction with MindLeaders.

Continuing Education is the Key to Success:

The future of Mississippi government depends on efficient execution of the services it provides. State budget constraints make it imperative that agencies use information technology effectively to increase personnel productivity. If agencies cannot perform their tasks more efficiently, services which they provide cannot be maintained, much less expanded to meet pressing needs. Continuing education and training are essential for the effective planning, implementation, support, and use of these technological solutions. The ITS Education Services Division offers an excellent means of fulfilling these goals in a cost-effective way.

Other Services Offered by ITS:

ITS offers a variety of other services including on-site training assistance and follow-up, system analysis, design, programming, documentation, project management, feasibility studies, long-range planning, procurement, telephone services, and general consulting. If we can be of service to you in any of these areas, please call (601) 432-8000.

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ITS Information

General Information

Welcome to the ITS Institute:

The ITS Institute, administered for the State of Mississippi by the Department of Information Technology Services, offers an educational program designed to enhance and improve the skills of information processing personnel within state government.

Facilities:

The ITS Institute is located at 3771 Eastwood Drive, in Jackson, MS. The Institute has two hands-on training labs. These labs are configured with a variety of PC applications and have communications capabilities with the mainframe at the State Data Center.

Instructors:

Highly trained individuals who work in the industry or are instructors at state colleges and universities teach ITS Institute classes. Instructors possess years of practical experience, as well as academic credentials. Constant monitoring and evaluation of instructors ensure that classes are taught by individuals with a wide range of knowledge, as well as exceptional teaching skills.

Registration:

Registration forms are included at the back of this catalog and must be returned 30 days prior to the class begin date to allow enough time to order materials for the courses. If it is impossible to have these forms returned by the date specified, please contact the ITS Institute and indicate the number of students to be enrolled in each course.

Class Size:

Class enrollment will be on a first-come, first-served basis. Class size is limited, and ITS reserves the right to establish class size and limit the number of students from each agency if the class size has to be cut. The ITS Institute reserves the right to cancel any class due to under-enrollment or other reasonable cause.

Textbooks & Materials:

The textbooks and materials used for each course are listed on the schedule. Each student must indicate on the registration form whether he or she needs materials for the course. Textbooks and materials will be ordered based on the information provided on the registration form.

Class Confirmation:

As soon as registration forms have been received and plans for the July to September classes have been finalized, students will be notified of the exact starting dates, instructors, and locations for each class at least two weeks prior to the first day of class.

Cancellations and Substitutions:

Registrants of ITS-conducted classes who cancel within 10 days of the first class meeting will be billed the full tuition. Registrants of vendor-conducted classes who cancel within 30 days of the first class meeting will be billed the full tuition. Substitutions are permissible any time prior to and including the day on which the course begins.

On-Line Training:

The ITS Institute has an agreement with MindLeaders to provide self-paced training to Mississippi public entities. State agencies, county and local governments, public schools, and institutions of higher learning are eligible to participate in this agreement. MindLeaders offers over 2,300 courses available via the Intranet or the Internet. Training is available anywhere, anytime. Please visit the ITS/MindLeaders website via the ITS website, www.its.ms.gov, for more course information.

Charges:

The total charge for ITS classes includes tuition, lab fee, and materials fee. See the schedule for estimated charges for individual classes.

Tuition for ITS classes is categorized as follows:

Course Type	State Employees	Non-State Employees
Overview courses less than 4 hours (IL)*	Free	\$100.00
Courses 10 hours or less (IL)*	\$100.00	\$400.00
Courses 11—20 hours (IL)*	\$150.00	\$450.00
Courses 21—30 hours (IL)*	\$300.00	\$600.00
Vendor-conducted course**	See Schedule	Contact ITS
Online training (Combined Technical/Business)	\$190.00/yr	N/A
Online training (Technical)	\$140.00/yr	N/A
Online training (Business)	\$110.00/yr	N/A
<i>* Instructor Led Courses</i>		
<i>** The maximum charges for on-site, vendor-conducted courses are listed on the schedule. The actual tuition billed to each student may be less than this amount if there are more than eight students. Scheduling vendor-conducted courses on-site results in significant savings to the State for tuition and travel expenses.</i>		

Nonexempt Employees:

For state agencies who are sending nonexempt employees to classes meeting after normal working hours, the agency must evaluate their liability for overtime for these employees as provided by the Fair Labor Standards Act. If you have questions as to whether an employee is exempt, please contact the State Personnel Board. This statement does not apply to individuals who are paying for courses themselves.

For More Information:

If you have questions regarding this catalog or the ITS Institute, please contact:

Susan McClain, Education Specialist (601) 432-8186

Connie Smith, Education Assistant..... (601) 432-8051

A+ COMPREHENSIVE (2009 OBJECTIVES) WINDOWS 7

Brief Course Description:



This course will prepare you for the CompTIA A+ Exam numbers 220-701 and 220-702 and includes the new Windows 7 content. Topics covered include:

- personal computer components
- operating system fundamentals
- technician professional best practices
- installing & configuring peripheral components and system components
- maintaining & troubleshooting peripheral & system components
- installing & configuring operating systems
- maintaining Windows
- network technologies
- installing & managing network connections
- supporting laptops & printers
- personal computer security concepts
- supporting personal computer security.

Prerequisites:

Students should have a basic knowledge of Windows-based personal computers, as well as a basic knowledge of computing concepts.

Materials & Approximate Course Cost:

Tuition for state employees	\$300.00
Lab Fees	\$125.00
A+ <i>Comprehensive Approach (2009 Objectives) Windows 7</i>	70.00
Estimated Costs for State Employee	\$495.00

Course: CA+C97

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Monday, August 1, 2011, for 1 week	Monday - Friday 8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Chris Keller

CISCO CCNA BOOTCAMP

Brief Course Description:



Topics covered include:

- key internetworking concepts as related to Cisco routers and the OSI Model
- assembling and cabling Cisco devices
- operating and configuring a Cisco IOS device
- managing a network environment
- catalyst 1900 operations
- extending switched networks with virtual LANs
- interconnecting networks with TCP/IP
- determining IP routes
- basic IP traffic management with access lists
- configuring Novell IPX
- establishing serial point-to-point connections
- completing an ISDN BRI call
- establishing a frame relay PVC connection
- password recovery
- Cisco product line.

Prerequisites:

Students should have MS-DOS experience and be able to identify the basic components of a network.

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNHCCNA

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1201	Starting Monday, August 8, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

INTERCONNECTING CISCO NETWORK DEVICES: LEVEL 1

Brief Course Description:



This course presents the concepts, commands, and practice required to configure Cisco switches and routers in multiprotocol internetworks. Topics covered include:

- operating and configuring a Cisco IOS Device
- managing your network environment
- configuring catalyst switch operations
- extending switched networks with VLANs
- determining IP routes
- managing IP traffic with access links
- establishing serial point-to-point connections
- establishing frame relay connections
- completing ISDN calls.

Prerequisites: Students should have A+ and Network+ experience.

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNHICND1

Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1201	Starting Monday, September 12, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

INTERCONNECTING CISCO NETWORK DEVICES: LEVEL 2

Brief Course Description:



This course focuses on skills and knowledge necessary to install, operate, and troubleshoot a small to medium-sized branch office Enterprise network, including configuring several switches and routers, connecting to a WAN, and implementing network security. Topics covered include:

- small network implementation
- medium-sized switched network construction
- medium-sized routed network construction
- single area OSPF
- EIGRP implementation
- access control lists
- address space management
- LAN extension to a WAN.

Prerequisites: INTERCONNECTING CISCO NETWORK DEVICES: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNHICND2

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Monday, September 26, 2011, for 1 week	Monday - Friday 8:30 AM - 4:30 PM Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

CONFIGURING IDENTITY & ACCESS SOLUTION WITH SERVER 2008 ACTIVE DIRECTORY

Brief Course Description:



This course provides students with the knowledge and skills that IT professionals need to configure identity and access solutions with Windows Server 2008 Active Directory. Topics covered include:

- exploring IDA Solutions
- configuring AD Certificate Services
- deploying & managing Certificates
- configuring AD Lightweight Directory Services
- configuring AD Federation Services
- configuring AD Rights Management Services
- maintenance of Access Management Solutions
- troubleshooting identity & Access Solutions.

Prerequisites:

CONFIGURING WINDOWS SERVER 2008 AD DOMAIN SERVICES
FUNDAMENTALS OF MICROSOFT SERVER 2008 ACTIVE DIRECTORY

Materials & Approximate Course Cost:

Tuition for state employees	\$1,210.00
Estimated Costs for State Employee	\$1,210.00

Course: CNH6426

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Monday, September 26, 2011, for 3 days	Monday, 8:30 AM - 4:30 PM Tuesday & Wednesday	Suite R-101, New Horizons Computer Learning Ctr.
		1855 Lakeland Dr., Jackson, MS	New Horizons

CONFIGURING, MANAGING & TROUBLESHOOTING EXCHANGE SERVER 2010

Brief Course Description:



This course provides students with the knowledge and skills to configure and manage an Exchange Server 2010 messaging environment. Topics covered include:

- deploying Exchange Server 2010
- configuring mailbox servers
- managing recipient objects
- managing client access
- managing message transport
- implementing messaging security
- implementing high availability
- implementing backup & recovery
- configuring messaging policy & compliance
- securing Exchange Server 2010
- maintaining Exchange Server 2010
- upgrading from Exchange Server 2003 or 2007 to 2010
- implementing unified messaging
- advanced topics in Exchange Server 2010.

Prerequisites:

Students should have a working knowledge of the Windows server operating system.

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNH10135

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1201	Starting Monday, August 8, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

CONFIGURING, MANAGING, MAINTAINING SERVER 2008 SERVERS

Brief Course Description:



Topics covered include:

- creating AD domain services user & computer objects
- creating groups & organizational units
- managing access to resources in AD domain services
- configuring AD objects & trusts
- creating & configuring Group Policy
- configuring user environments using Group Policy
- implementing security using Group Policy
- configuring server security compliance
- configuring & managing storage technologies
- configuring & managing distributed file system
- configuring network access protection
- configuring availability of network resources
- monitoring & maintaining Server 2008 servers
- managing Server 2008 backup & restore.

Prerequisites:

A+ COMPREHENSIVE (2009 OBJECTIVES) WINDOWS 7
NETWORK+ (2009 OBJECTIVES)

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNH6419

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1201	Starting Monday, September 19, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

DEPLOYING WINDOWS SERVER 2008

Brief Course Description:



This course provides students with an understanding of migrating and deploying Windows Server 2008, including installation, configuration, and upgrading. Topics covered include:

- Windows Server 2008 installation & configuration
- Windows Server Core 2008 configuration
- Windows Server 2008 unattended installation
- using Windows Deployment Services
- Windows Server Deployment Solution Accelerator
- upgrading & migrating Active Directory
- upgrading file and print servers
- upgrading application and Web servers
- upgrading Branch Office servers
- migrating workloads to Microsoft Virtual Machines.

Prerequisites:

Students should have some experience in planning, implementing, managing, or supporting Windows Server 2000 or 2003, including Active Directory and Network Infrastructure.

Materials & Approximate Course Cost:

Tuition for state employees	\$1,210.00
Estimated Costs for State Employee	\$1,210.00

Course: CNH6418

Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1201	Starting Wednesday, July 6, 2011, for 3 days	Wednesday, Thursday & Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

IMPLEMENTING & MAINTAINING SQL SERVER 2008 ANALYSIS SERVICES

Brief Course Description:



This course teaches students how to implement an Analysis Services solution in an organization. The course discusses how to use the Analysis Services development tools to create an Analysis Services database and an OLAP cube. Topics covered include:

- introduction to SQL Server Analysis Services
- creating multidimensional Analysis Solutions
- working with Cubes & Dimensions
- working with Measures & Measure Groups
- querying multidimensional Analysis Solutions
- customizing Cube functionality
- deploying & securing an Analysis Solution Database
- maintaining a Multidimensional Solution
- introduction to Data Mining.

Prerequisites:

IMPLEMENTING A MICROSOFT SQL SERVER DATABASE
MAINTAINING A MICROSOFT SQL SERVER DATABASE

Materials & Approximate Course Cost:

Tuition for state employees	\$1,210.00
Estimated Costs for State Employee	\$1,210.00

Course: CNH6234

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1201	Starting Wednesday, August 3, 2011, for 3 days	Wednesday, Thursday & Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

IMPLEMENTING & MAINTAINING SQL SERVER 2008 INTEGRATION SERVICES

Brief Course Description:



This course teaches students how to implement an Integration Services solution in an organization. The course discusses how to develop, deploy, and manage Integration Services packages. Topics covered include:

- intro to SQL Server 2008 Integration Services
- developing Integration Services Solutions
- implementing Control Flow
- implementing Data Flow
- implementing Logging
- debugging & error handling
- implementing checkpoints & transactions
- configuring & deploying packages
- managing & securing packages.

Prerequisites:

IMPLEMENTING A MICROSOFT SQL SERVER DATABASE
MAINTAINING A MICROSOFT SQL SERVER DATABASE

Materials & Approximate Course Cost:

Tuition for state employees	\$1,210.00
Estimated Costs for State Employee	\$1,210.00

Course: CNH6235

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1201	Starting Monday, August 29, 2011, for 3 days	Monday, Tuesday & Wednesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

IMPLEMENTING & MAINTAINING SQL SERVER 2008 REPORTING SERV.

Brief Course Description:



This course teaches students how to implement a Reporting Services solution in an organization. Topics covered include:

- introduction to Microsoft SQL Server Reporting Services
- authoring basic reports
- enhancing basic reports
- manipulating data sets
- using report models
- publishing & executing reports
- using subscriptions to distribute reports
- administering Reporting Services
- programming Reporting Services.

Prerequisites:

Students should have a conceptual understanding of the push and pull distribution/subscription paradigm.

Materials & Approximate Course Cost:

Tuition for state employees	\$1,210.00
Estimated Costs for State Employee	\$1,210.00

Course: CNH6236

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1201	Starting Wednesday, July 6, 2011, for 3 days	Wednesday, Thursday & Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
1202	Starting Wednesday, September 7, 2011, for 3 days	Wednesday, Thursday & Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

INSTALLING & CONFIGURING WINDOWS 7 CLIENT

Brief Course Description:



This course is intended for IT professionals who are interested in expanding their knowledge base & technical skills about Windows 7 client. Topics covered include:

- installing, upgrading & migrating to Windows 7
- configuring disks & device drivers
- configuring file access & printers on Windows 7 client computers
- configuring network connectivity
- configuring wireless network connections
- securing Windows 7 desktops
- optimizing & maintaining Windows 7 client computers
- configuring mobile computing & remote access in Windows 7.

Prerequisites:

Students should be familiar with Windows operating systems and work in user support, desktop configuration, & desktop troubleshooting.

Materials & Approximate Course Cost:

Tuition for state employees	\$1,210.00
Estimated Costs for State Employee	\$1,210.00

Course: CNH6292

Section Information:

Section:	Date & Time Info:			Location:	Instructor:	
1201	Starting Monday, August 1, 2011, for 3 days	Monday, Tuesday & Wednesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

MANAGING & MAINTAINING SERVER 2008 NETWORK INFRASTRUCTURE SERVERS

Brief Course Description:



This course provides students with the knowledge and skills to manage and maintain Windows Server 2008 network infrastructure servers. Topics covered include:

- managing a Windows Server 2008 network infrastructure server lifecycle
- monitoring Windows Server 2008 infrastructure roles
- managing network access protection roles
- managing remote access
- managing & maintaining DNS & dynamic host configuration protocol server roles
- maintaining security for network servers.

Prerequisites:

SERVER 2008 NETWORK INFRASTR. & APPL. PLATFORM FUNDAMENTALS
CONFIGURING & TROUBLESHOOTING A WINDOWS SERVER 2008 NTWK
CONFIGURING WINDOWS SERVER 2008 AD DOMAIN SERVICES
CONFIGURING IDENTITY & ACCESS SOLUTION W/SERVER 2008 AD
PLANNING & ADMINISTERING WINDOWS SERVER 2008 SERVERS

Materials & Approximate Course Cost:

Tuition for state employees	\$805.00
Estimated Costs for State Employee	\$805.00

Course: CNH6431

Section Information:

Section:	Date & Time Info:		Location:		Instructor:	
1201	Starting Tuesday, September 6, 2011, for 2 days	Tuesday & Wednesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

MANAGING & MAINTAINING SERVER 2008 ACTIVE DIRECTORY SERVERS

Brief Course Description:



This course provides students with the knowledge and skills to manage and maintain Windows Server 2008 Active Directory servers. Topics covered include:

- managing an Active Directory server lifecycle
- creating baselines for Active Directory Servers
- monitoring the system health of Active Directory servers
- managing Active Directory domain services
- maintaining security for Active Directory servers
- managing Active Directory service roles.

Prerequisites:

FUNDAMENTALS OF MICROSOFT SERVER 2008 ACTIVE DIRECTORY
CONFIGURING WINDOWS SERVER 2008 AD DOMAIN SERVICES
CONFIGURING IDENTITY & ACCESS SOLUTION W/SERVER 2008 AD

Materials & Approximate Course Cost:

Tuition for state employees	\$805.00
Estimated Costs for State Employee	\$805.00

Course: CNH6432

Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1201	Starting Thursday, September 8, 2011, for 2 days	Thursday & Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

PLANNING & MANAGING WINDOWS 7 DESKTOP DEVELOPMENT

Brief Course Description:



Topics covered include:

- preparing to deploy Windows 7 business desktops
- assessing application compatibility in Windows 7
- evaluating Windows 7 deployment methods
- designing standard Windows 7 images
- deploying Windows 7 by using WAIK
- deploying Windows 7 by using Windows Deployment Services
- deploying Windows 7 by using Life Touch Installation
- deploying Windows 7 by using Zero Touch Installation
- migrating user state by using WET and USMT 4.0
- designing, configuring, & managing the client environment
- planning & deploying applications & updates to Windows 7 clients
- planning & deploying Windows 7 by using LTI.

Prerequisites:

Students should be support technicians or currently in deployment roles & are looking to take the next step in their careers or enhancing their skills in the areas of planning & deploying Windows 7 desktops.

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNH6294

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1201	Starting Monday, July 11, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
1202	Starting Monday, September 12, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

PLANNING, DEPLOYING, & MANAGING SYSTEM CENTER CONFIGURATION MANAGER

Brief Course Description:



This course provides students with the knowledge and skills to plan, deploy, and manage Configuration Manager 2007. Topics covered include:

- planning & deploying a single-site architecture
- planning & deploying Configuration Manager 2007 clients
- collecting inventory & metering software usage
- querying & reporting data
- preparing for & managing software distribution
- deploying operating systems using Configuration Manager 2007
- deploying & managing software updates
- using remote tools & Wake on LAN features
- managing mobile devices
- planning & configuring a multiple site hierarchy
- maintaining & troubleshooting.

Prerequisites: Students should have a base-level understanding of Systems Management Server 2003.

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNH6451

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Monday, July 18, 2011, for 1 week	Monday - Friday 8:30 AM - 4:30 PM Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

CLOUD COMPUTING: EXECUTIVE OVERVIEW

Brief Course Description:



This course will demystify SaaS, PaaS, IaaS, explore public and private Cloud models, describe the key benefits, and examine risk management, security, and privacy concerns. Topics covered include:

- from managed services to Cloud Computing
- Cloud Computing architecture
- public Clouds
- private Clouds
- risk management
- service management
- review & examples - Who's getting benefit and how?

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	\$765.00
Estimated Costs for State Employee	\$765.00

Course: CCLOUD1

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Friday, August 12, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107	3771 Eastwood Dr., Jackson, MS Protech

ACCESS 2007: LEVEL 1

Brief Course Description:



This course teaches students the basic functions of Access 2007. Topics covered include:

- database concepts
- databases and tables
- fields and records
- data entry rules
- basic queries
- using forms
- working with reports.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	\$150.00
Lab Fees	\$47.00
<i>Access 2007: Level 1</i>	20.00
Estimated Costs for State Employee	\$217.00

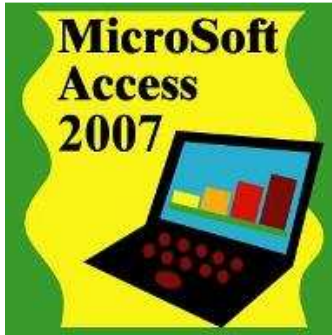
Course: CAC071

Section Information:

Section:	Date & Time Info:		Location:	Instructor:
1201	Starting Monday, July 11, 2011, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM Classroom 107	3771 Eastwood Dr., Jackson, MS Charlotte Robinson

ACCESS 2007: LEVEL 2

Brief Course Description:



In this course, students will learn how to maintain data consistency, how to customize database components, and how to share Access data with other applications. Topics covered include:

- controlling data entry
- joining tables
- creating flexible queries
- improving forms
- customizing reports
- sharing data across applications.

Prerequisites: ACCESS 2007: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$150.00
Lab Fees	\$47.00
Access 2007: Level 2	20.00
Estimated Costs for State Employee	\$217.00

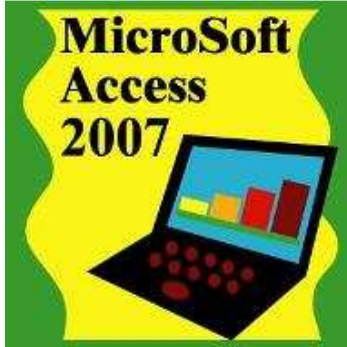
Course: CAC072

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1201	Starting Monday, August 8, 2011, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Classroom 108 3771 Eastwood Dr., Jackson, MS	Charlotte Robinson

ACCESS 2007: LEVEL 3

Brief Course Description:



In this course, students will extend their knowledge into some of the more specialized and advanced capabilities of Access. Topics covered include:

- structuring existing data
- writing advanced queries
- simplifying tasks with macros
- making effective use of forms
- making reports more effective
- maintaining an Access database.

Prerequisites: ACCESS 2007: LEVEL 2

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
Access 2007: Level 3	20.00
Estimated Costs for State Employee	\$145.00

Course: CAC073

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Thursday, September 1, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Charlotte Robinson

ACCESS 2010: LEVEL 1

Brief Course Description:



Topics covered include:

- databases & tables
- fields & records
- data entry rules
- basic queries
- using forms
- working with reports.

Prerequisites: Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	\$150.00
Lab Fees	\$47.00
<i>Access 2010: Basic</i>	20.00
Estimated Costs for State Employee	\$217.00

Course: CAC101

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1201	Starting Thursday, July 28, 2011, for 2 days	Thursday & Friday	8:30 AM - 4:30 PM	Classroom 107	3771 Eastwood Dr., Jackson, MS	Charlotte Robinson

ACCESS 2010: LEVEL 2

Brief Course Description:



Topics covered include:

- relational databases
- related tables
- complex queries
- advanced form design
- reports & printing
- charts
- PivotTables & PivotCharts.

Prerequisites: ACCESS 2010: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$150.00
Lab Fees	\$47.00
<i>Access 2010: Intermediate</i>	20.00
Estimated Costs for State Employee	\$217.00

Course: CAC102

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1201	Starting Thursday, August 25, 2011, for 2 days	Thursday & Friday	8:30 AM - 4:30 PM	Classroom 107	3771 Eastwood Dr., Jackson, MS	Charlotte Robinson

ACCESS 2010: LEVEL 3

Brief Course Description:



Topics covered include:

- querying with SQL
- advanced queries
- macros
- advanced macros
- importing, exporting, & linking
- database management.

Prerequisites: ACCESS 2010: LEVEL 2

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Access 2010: Advanced</i>	20.00
Estimated Costs for State Employee	\$145.00

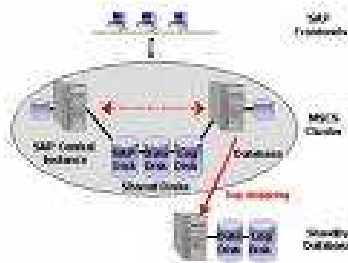
Course: CAC103

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Wednesday, September 14, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Charlotte Robinson

IMPLEMENTING A MICROSOFT SQL SERVER DATABASE

Brief Course Description:



This course provides students with the knowledge and skills to implement a Microsoft SQL Server 2008 database. Topics covered include:

- creating databases & database files
- creating data types & tables
- creating & tuning indexes
- implementing data integrity by using constraints & triggers
- using XML
- implementing views
- implementing stored procedures
- implementing functions
- implementing managed code in the database
- managing transactions & locks
- using service broker.

Prerequisites:

Students should have a basic knowledge of the MS Windows operating system and its core functionality, as well as a basic familiarity with SQL databases.

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

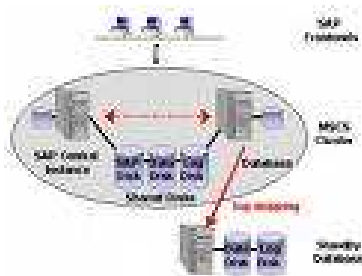
Course: CNH6232

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1201	Starting Monday, August 15, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

MAINTAINING A MICROSOFT SQL SERVER DATABASE

Brief Course Description:



This course provides students with the knowledge and skills to maintain a Microsoft SQL Server 2008 database. Topics covered include:

- installing & configuring an SQL server
- managing databases & files
- disaster recovery
- managing security
- transferring data
- automating administrative tasks
- implementing replication
- maintaining high availability
- monitoring the SQL server
- troubleshooting & performance tuning.

Prerequisites:

Students should have a basic knowledge of the MS Windows operating system and its core functionality.

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNH6231

Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1201	Starting Monday, July 18, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons



ENTERPRISE ARCHITECTURE: BUSINESS VALUES & ACCELERATION

Brief Course Description:



This course helps IT and business professionals make improvements in business computing practices that benefit all business units, external partners, employees, and internal customer service. Topics covered include:

- EA implementation & tool introductions
- artifact development
- sub-architecture
- documentation workshops: business/data/ class discussions: service oriented architecture
- systems & network sub-architecture documentation
- EA and Cloud computing
- security architecture & controls
- implementing the standards & workforce architecture
- EA repository.

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	\$1,410.00
Estimated Costs for State Employee	\$1,410.00

Course: CEA1

Section Information:

Section:	Date & Time Info:			Location:	Instructor:	
1201	Starting Monday, September 26, 2011, for 3 days	Monday, Tuesday & Wednesday	8:30 AM - 4:30 PM	Classroom 107	3771 Eastwood Dr., Jackson, MS	Protech

CASCADING STYLE SHEETS

Brief Course Description:



This course will introduce the concepts, techniques, properties, and values of CSS in a sequence that reflects a typical "building up" of design rules. It starts with colors, which is the easiest part of CSS. Students will next learn how to control typography using text and font properties. Students will then explore the layout-oriented styles of CSS, including margins, padding, and absolute and relative positioning. Topics covered include:

- controlling color and typography
- designing with the cascade
- designing content sections
- controlling layout with positioning
- enhancing an existing design
- creating alternate style sheets.

Prerequisites: WEB SITE DEVELOPMENT FOUNDATIONS

Materials & Approximate Course Cost:

Tuition for state employees	\$150.00
Lab Fees	\$47.00
<i>Cascading Style Sheets</i>	70.00
Estimated Costs for State Employee	\$267.00

Course: CCSS

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1201	Starting Monday, August 15, 2011, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Classroom 108	3771 Eastwood Dr., Jackson, MS	Charlotte Robinson

CONFIGURING & MANAGING MICROSOFT SHAREPOINT 2010

Brief Course Description:



This course teaches students how to install, configure, & administer SharePoint and also manage and monitor sites and users by using SharePoint 2010. Topics covered include:

- creating a SharePoint 2010 Intranet
- administering & automating SharePoint
- configuring content management
- configuring authentication
- securing content
- managing SharePoint customizations
- configuring & securing SharePoint services & applications
- managing SharePoint services & applications
- configuring user profiles & social networking
- administering SharePoint search
- installing & upgrading to SharePoint 2010
- implementing business continuity.

Prerequisites:

Students should have experience administering Active Directory, network infrastructure, and SQL Server, as well as general security & authentication practices.

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNH10174

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1201	Starting Monday, July 11, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

INDESIGN CS5: LEVEL 1

Brief Course Description:



In this course, students will work with some of the tools and features to create eye-catching printed documents using InDesign CS5. Topics covered include:

- exploring the InDesign environment
- designing documents
- enhancing documents
- working with Page Elements
- managing objects
- working with Tables
- finalizing documents.

Prerequisites:

A basic understanding of the computer operating system you are using is recommended.

Materials & Approximate Course Cost:

Tuition for state employees	\$280.00
Estimated Costs for State Employee	\$280.00

Course: CINDCS51

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1201	Starting Tuesday, September 6, 2011, for 1 day	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

INDESIGN CS5: LEVEL 2

Brief Course Description:



In this course, students will deploy the advanced InDesign techniques to enhance the look and functionality of documents. Topics covered include:

- handling Page Elements
- managing Styles
- developing complex paths
- administering external files
- working with XML files
- creating dynamic documents
- managing long documents
- adjusting print settings
- exporting InDesign files in other formats.

Prerequisites: INDESIGN CS5: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$280.00
Estimated Costs for State Employee	\$280.00

Course: CINDCS52

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1201	Starting Wednesday, September 7, 2011, for 1 day	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons



MICROSOFT SHAREPOINT 2010 APPLICATION DEVELOPMENT

Brief Course Description:



This course provides existing .NET developers with practical information and labs that enable them to build solutions on the Microsoft SharePoint 2010 platform. Topics covered include:

- using SharePoint 2010 developer tools
- developing SharePoint 2010 Web parts
- working with SharePoint objects on the server
- creating event receivers & application settings
- developing solutions by using business connectivity services
- developing SharePoint 2010 workflows
- working with client-based APIs for SharePoint 2010
- developing interactive user interfaces & Silverlight applications for SharePoint
- developing Sandboxed solutions
- more.

Prerequisites:

Students must have an understanding of problem-solving techniques that apply to software development; experience with ASP.NET; and development experience with SharePoint 2007 or 2010.

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNH10175

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1201	Starting Monday, September 19, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

MICROSOFT SHAREPOINT DESIGNER 2010: LEVEL 1

Brief Course Description:



In this course, students will use Microsoft Office SharePoint Designer 2010 to create and modify a SharePoint site. Topics covered include:

- getting started with the SharePoint Designer environment
- creating a subsite
- adding content to the site
- formatting a site with cascading style sheets
- linking Web pages
- adding SharePoint components to the site
- automating business processes with workflows.

Prerequisites:

SharePoint Foundation 2010: Level 1; SharePoint Foundation 2010: Level 1;
Web Design with XHTML, HTML, and Cascading Style Sheets

Materials & Approximate Course Cost:

Tuition for state employees	\$280.00
Estimated Costs for State Employee	\$280.00

Course: CNHSPD101

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Thursday, July 7, 2011, for 1 day	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

MICROSOFT SHAREPOINT DESIGNER 2010: LEVEL 2

Brief Course Description:



In this course, students will extend a SharePoint site by including serverside controls and administer a SharePoint site. Topics covered include:

- working with ASP.NET forms
- implementing custom content types
- integrating SharePoint sites with data sources
- manipulating external data sources
- implementing advanced data integration using SharePoint Designer 2010
- creating workflows
- administering a SharePoint site using SharePoint Designer 2010.

Prerequisites: MICROSOFT SHAREPOINT DESIGNER 2010: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$280.00
Estimated Costs for State Employee	\$280.00

Course: CNHSPD102

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Friday, July 8, 2011, for 1 day	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons



MICROSOFT SHAREPOINT FOUNDATION 2010: LEVEL 1

Brief Course Description:



Topics covered include:

- SharePoint introduction
- working with lists
- working with libraries
- communicating with team members
- working remotely with SharePoint content
- customizing your SharePoint environment
- creating a team site
- performing basic site administration.

Prerequisites:

This course is intended for anyone that works with SharePoint team sites, libraries, lists, and items.

Materials & Approximate Course Cost:

Tuition for state employees	\$525.00
Estimated Costs for State Employee	\$525.00

Course: CNHSPF101

Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1201	Starting Tuesday, July 26, 2011, for 2 days	Tuesday & Wednesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

MICROSOFT SHAREPOINT FOUNDATION 2010: LEVEL 2

Brief Course Description:



In this course, students will manage site collections and site components as a site collection administrator and as a site administrator. Topics covered include:

- branding a site collection
- managing lists
- managing libraries
- managing form libraries
- managing content structures
- managing workflows
- working with indexing & searching
- working offline using SharePoint Workspace 2010
- managing SharePoint applications using Central Administration
- managing user access
- managing site security
- managing site usage
- managing site maintenance.

Prerequisites: MICROSOFT SHAREPOINT FOUNDATION 2010: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$525.00
Estimated Costs for State Employee	\$525.00

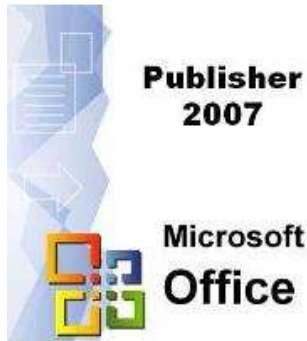
Course: CNHSPF102

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Thursday, Thursday & 8:30 AM - 4:30 PM July 28, 2011, Friday for 2 days	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

PUBLISHER 2007: LEVEL 1

Brief Course Description:



This course gives students proficiency in creating publications, formatting text, inserting graphics, and performing other basic-level tasks. Topics covered include:

- basic documents
- multi-page publications
- working with text
- tables
- layout and design techniques
- finalizing documents.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Publisher 2007: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CPUB071

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Thursday, July 14, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Charlotte Robinson

PUBLISHER 2007: LEVEL 2

Brief Course Description:



This course is designed to give proficiency in creating newsletters, designing Web sites, setting up mail merges, and performing other advanced-level tasks. Topics covered include:

- basic design options
- typography
- long publications
- mail merge
- interactive forms
- Web site publishing.

Prerequisites: PUBLISHER 2007: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Publisher 2007: Advanced</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CPUB072

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201 Starting Friday, July 15, 2011, for 1 day	8:30 AM - 4:30 PM	Classroom 108 3771 Eastwood Dr., Jackson, MS	Charlotte Robinson

WEB SITE DEVELOPMENT FOUNDATIONS

Brief Course Description:



This course teaches students essential Web page development skills. Students will learn to develop Web sites using HTML and XHTML. Students will learn to write code manually, as well as use GUI authoring tools. Students will also learn to insert images, create hyperlinks, and add tables, forms, and frames to their Web pages. Students will learn about CGI and use it to connect Web pages to databases. Students will also identify e-commerce solutions and relate Web site development to business goals. This course will teach students to work as a productive part of a Web site development team.

Prerequisites:

Students should be familiar with an operating system, such as Microsoft Windows, before taking this class.

Materials & Approximate Course Cost:

Tuition for state employees	\$150.00
Lab Fees	\$47.00
<i>Site Development Foundations vers. 2.0</i>	60.00
Estimated Costs for State Employee	\$257.00

Course: CWSDF

Section Information:

Section:	Date & Time Info:		Location:	Instructor:
1201	Starting Monday, July 18, 2011, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Charlotte Robinson

ILLUSTRATOR CS5: LEVEL 1

Brief Course Description:



In this course, students will use Adobe Illustrator CS5 by drawing and manipulating simple shapes to design a layout for their product. Topics covered include:

- getting acquainted with Adobe Illustrator CS5
- creating shapes in a document
- creating custom paths
- working with text
- enhancing documents
- proofing a document
- saving images for Web & print
- working with objects.

Prerequisites:

Students should be familiar with the basic operating system functions.

Materials & Approximate Course Cost:

Tuition for state employees	\$280.00
Estimated Costs for State Employee	\$280.00

Course: CILCS51

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Friday, August 12, 2011, for 1 day	8:30 AM - 4:30 PM Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

ILLUSTRATOR CS5: LEVEL 2

Brief Course Description:



In this course, students will create complex, robust illustrations that go beyond those you could create using Illustrator's basic tools. Topics covered include:

- creating complex illustrations
- enhancing complex illustrations
- creating a Vector version of a Raster Graphic
- creating special effects
- working with graphs
- working with variables
- outputting documents
- exporting graphics for the Web and mobile devices.

Prerequisites: ILLUSTRATOR CS5: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$280.00
Estimated Costs for State Employee	\$280.00

Course: CILCS52

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1201	Starting Friday, August 19, 2011, for 1 day	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

CONFIGURING & TROUBLESHOOTING A WINDOWS SERVER 2008 NETWORK

Brief Course Description:



Students will learn to implement and configure secure network access and implement fault-tolerant storage technologies. Topics covered include:

- installing & configuring servers
- configuring & troubleshooting DNS
- configuring & managing WINS
- configuring & troubleshooting DHCP
- configuring & troubleshooting IPv6 TCP/IP
- configuring & troubleshooting routing & remote access
- installing, configuring & troubleshooting the network policy server role service
- configuring network access protection
- configuring IPsec
- monitoring & troubleshooting IPsec
- configuring & managing distributed file system
- more.

Prerequisites:

Students should be familiar with Active Directory knowledge & concepts.

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNH6421

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1201	Starting Monday, August 15, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

CONFIGURING WINDOWS SERVER 2008 ACTIVE DIRECTORY DOMAIN SERVICES

Brief Course Description:



Topics covered include:

- installing Active Directory Domain Services
- configuring DNS for AD Domain Services
- configuring AD objects & trusts
- configuring AD sites & replication
- creating & configuring Group Policies
- configuring user environments using Group Policies
- implementing security using Group Policies
- implementing an AD domain Services monitoring plan
- implementing an AD Domain Services maintenance plan
- troubleshooting
- troubleshooting Group Policies issues
- implementing an AD Domain Services infrastructure.

Prerequisites: Students should have a basic understanding of network operating systems.

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNH6425

Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1201	Starting Monday, August 29, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

NETWORK+ (2009 OBJECTIVES)

Brief Course Description:



This course prepares students for the CompTIA Network+ (2009 objectives) Exam No. N10-004. Topics covered include:

- network theory
- network communications methods
- network data delivery
- network media & hardware
- network implementations
- networking TCP/IP
- TCP/IP services
- LAN infrastructure
- WAN infrastructure
- network security
- remote networking
- disaster recovery
- network data storage
- network operating systems
- network management
- network troubleshooting.

Prerequisites:

It is recommended that students have CompTIA A+ certification, or the equivalent skills & knowledge, but it is not required.

Materials & Approximate Course Cost:

Tuition for state employees	\$300.00
Lab Fees	\$125.00
Network+ (2009 Objectives)	70.00
Estimated Costs for State Employee	\$495.00

Course: CNET+9

Section Information:

Section:	Date & Time Info:		Location:	Instructor:
1201	Starting Monday, September 19, 2011, for 1 week	Monday - Friday 8:30 AM - 4:30 PM	Classroom 107	3771 Eastwood Dr., Jackson, MS Jeff Rudis

SERVER 2008 NETWORK INFRASTRUCTURE & APPLICATION PLATFORM FUNDAMENTALS

Brief Course Description:



Topics covered include:

- fundamentals of network infrastructure
- IT professionals in the Enterprise
- TCP/IPv4 fundamentals
- communication technologies
- creating IPv4 address spaces
- IPv6 fundamentals
- fundamentals of administering Server 2008
- security fundamentals
- fundamentals of securing network communication
- Windows firewall & caching
- remote access
- routing fundamentals
- network load balancing
- configuring print resources & printing pools
- server virtualization overview.

Prerequisites:

Server+ certification
 Network+ certification
 A+ certification

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNH6420

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Monday, July 25, 2011, for 1 week	Monday - Friday 8:30 AM - 4:30 PM Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

ADOBE ACROBAT 9.0: LEVEL 1

Brief Course Description:



In this course, students will use Adobe Acrobat 9.0 to make the information more portable, accessible, and useful to meet the needs of the target audience. Topics covered include:

- accessing a PDF document
- creating PDF documents
- navigating to specific content in a PDF document
- modifying PDF documents
- working with multiple PDF documents
- reviewing a PDF document
- validating a PDF document.

Prerequisites: Basic experience with computers and common Microsoft applications, such as word processing, spreadsheet, and Web browser applications.

Materials & Approximate Course Cost:

Tuition for state employees	\$280.00
Estimated Costs for State Employee	\$280.00

Course: CADAC91

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Monday, August 8, 2011, for 1 day	8:30 AM - 4:30 PM Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

ADOBE ACROBAT 9.0: LEVEL 2

Brief Course Description:



In this course, students will use Adobe Acrobat 9.0 to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing. Topics covered include:

- creating PDFs from technical documents
- enhancing PDF documents
- creating interactive PDF forms in Adobe LiveCycle Designer
- preparing PDF files for commercial printing
- finalizing PDF files for commercial printing.

Prerequisites: ADOBE ACROBAT 9.0: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$280.00
Estimated Costs for State Employee	\$280.00

Course: CADAC92

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Tuesday, August 9, 2011, for 1 day	8:30 AM - 4:30 PM Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

INTRODUCTION TO PERSONAL COMPUTERS

Brief Course Description:



This course covers types of PCs, the Input-Output cycle, and fundamental computer skills. Topics covered include:

- how to switch on a PC
- how to identify system components
- how to use input and output devices
- how to manage disk drives
- how to change monitor settings
- how to manage files & folders
- how to use email
- how to browse the Web with Internet Explorer.

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Introduction to Personal Computers</i>	20.00
Estimated Costs for State Employee	\$145.00

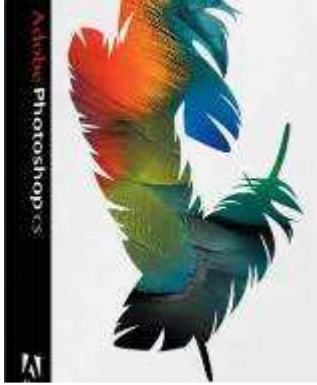
Course: CPC1

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Wednesday, July 20, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Anne Butler

PHOTOSHOP CS5: LEVEL 1

Brief Course Description:



In this course, students use various tools and features of Photoshop CS5. They explore the interface, customize it, and use tools for selecting parts of images. They learn to use layers and to apply layer effects and filters for creating special effects. Topics covered include:

- exploring the Adobe Photoshop CS5 environment
- determining resolution & graphic type
- working with selections
- working with layers
- enhancing images with Paint & Filters
- exploring image modes & color adjustments
- saving images for Web & print
- initiating a project.

Prerequisites:

A basic understanding of graphic design file formats and common design tools is recommended.

Materials & Approximate Course Cost:

Tuition for state employees	\$560.00
Estimated Costs for State Employee	\$560.00

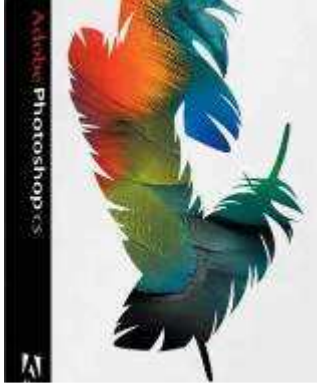
Course: CPHOTOCS51

Section Information:

Section:	Date & Time Info:		Location:	Instructor:
1201	Starting Monday, August 1, 2011, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

PHOTOSHOP CS5: LEVEL 2

Brief Course Description:



In this course, students will work with the advanced tools and features available in Photoshop CS5. Topics covered include:

- enhancing images
- working with Vector Paths
- working with shape layers and masks
- automating tasks
- working with video files
- integrating with other Adobe applications.

Prerequisites: PHOTOSHOP CS5: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$560.00
Estimated Costs for State Employee	\$560.00

Course: CPHOTCS52

Section Information:

Section:	Date & Time Info:			Location:	Instructor:	
1201	Starting Wednesday, August 3, 2011, for 2 days	Wednesday & Thursday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

POWERPOINT 2007: LEVEL 1

Brief Course Description:



This course covers the basic functions of PowerPoint 2007. Topics covered include:

- the PowerPoint window
- new presentations
- formatting slides
- drawing objects
- graphics
- tables & charts
- modifying presentations
- proofing & delivering presentations.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>PowerPoint 2007: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CPP071

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Wednesday, August 10, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Anne Butler

POWERPOINT 2010: LEVEL 1

Brief Course Description:



This course covers the basic functions of PowerPoint 2007. Topics covered include:

- the PowerPoint window
- new presentations
- formatting slides
- drawing objects
- graphics
- tables & charts
- modifying presentations
- proofing & delivering presentations.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>PowerPoint 2010: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CPP101

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Wednesday, September 21, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Leah Chisolm

WINDOWS 7 ENTERPRISE DESKTOP SUPPORT TECHNICIAN

Brief Course Description:



This course provides students with the knowledge and skills needed to isolate, document, and resolve problems on a Windows 7 desktop or laptop computer. Topics covered include:

- identify & resolve new software installation issues
- software configuration issues
- software failure
- logon issues
- network connectivity issues
- name resolution issues
- network printer issues
- performance issues, hardware failure issues
- wireless connectivity issues
- remote access issues
- Internet Explorer issues
- firewall issues
- issues due to malicious software
- encryption issues
- software update issues
- manage file synchronization.

Prerequisites:

Students should have TCP/IP troubleshooting skills, as well as experience working in a domain environment, using desktop & command-line troubleshooting tools, and installing & troubleshooting desktop application problems.

Materials & Approximate Course Cost:

Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Course: CNH50331

Section Information:

Section:	Date & Time Info:			Location:	Instructor:	
1201	Starting Monday, July 25, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
1202	Starting Monday, September 12, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

WINDOWS 7: LEVEL 1

Brief Course Description:



This course teaches the core features & functions of Windows 7. Topics covered include:

- the Windows 7 environment
- files, folders, & libraries
- managing content
- customizing the environment
- Internet Explorer 8.

Prerequisites: None

Materials & Approximate Course Cost:

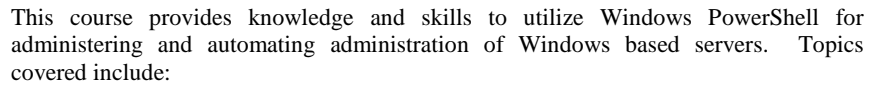
Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Windows 7: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CWN71

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Wednesday, July 27, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Leah Chisolm

Brief Course Description:



- Prerequisites:***

Materials & Approximate Course Cost:

Tuition for state employees

\$2,015.00

Estimated Costs for State Employee

\$2,015.00

Section Information:

ITS Institute

SQL QUERYING: LEVEL 1 (4th Ed.)

Brief Course Description:



This course will teach students how to compose SQL queries to retrieve information from the database. Topics covered include:

- executing a simple query
- performing a conditional search
- working with functions
- organizing data
- retrieving data from multiple tables
- presenting query results.

Prerequisites:

Students should be familiar with their computer's operating system and basic operation.

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Fundamentals of SQL Querying</i>	45.00
Estimated Costs for State Employee	\$170.00

Course: CSQL41

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Monday, July 18, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107 3771 Eastwood Dr., Jackson, MS	Burrell N. Brown
1202	Starting Thursday, September 15, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107 3771 Eastwood Dr., Jackson, MS	Burrell N. Brown

SQL QUERYING: LEVEL 2 (4th Ed.)

Brief Course Description:



In this course, students will create advanced SQL queries and manipulate and index tables. Topics covered include:

- advanced querying using subqueries
- manipulating table data
- manipulating the table structure
- working with views
- indexing data.

Prerequisites: SQL QUERYING: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Advanced SQL Querying</i>	45.00
Estimated Costs for State Employee	\$170.00

Course: CSQL42

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1201	Starting Tuesday, July 19, 2011, for 1 day	8:30 AM - 4:30 PM	Classroom 107	3771 Eastwood Dr., Jackson, MS	Burrell N. Brown
1202	Starting Friday, September 16, 2011, for 1 day	8:30 AM - 4:30 PM	Classroom 107	3771 Eastwood Dr., Jackson, MS	Burrell N. Brown

Brief Course Description:



- exploring ASP.NET Web applications in Visual Studio 2010
- creating Web applications by using Visual Studio 2010 & .NET-based languages
- creating an ASP.NET Web form
- adding functionality to an ASP.NET Web form
- implementing Master Pages & user controls
- validating user input
- troubleshooting ASP.NET Web applications
- managing data in an ASP.NET 4.0 Web application
- managing data access tasks by using LINQ
- managing data by using ASP.NET dynamic data
- creating an ASP.NET Ajax-enabled Web forms application
- more.

Students must have at least 1 month experience with .NET technologies; knowledge of HTML or DHTML; and programming experience using Visual Basic .NET or Visual C# .NET.

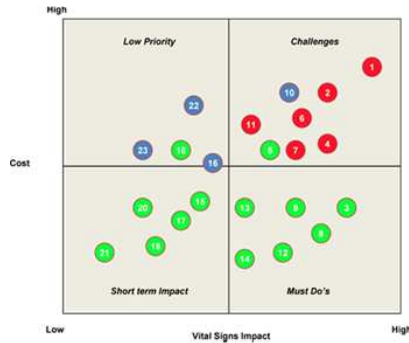
Tuition for state employees	\$2,015.00
Estimated Costs for State Employee	\$2,015.00

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1201	Starting Monday, July 11, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

COST BENEFIT ANALYSIS

Brief Course Description:



This course is designed to cover the foundation methods, tools and techniques for justifying a project. Topics covered include:

- definition and typical analysis problems
- capability maturity model & C/B timing in a project
- estimating the project
- operational cost forecasts
- determining the analysis factors
- forecasting benefits
- identifying benefit categories & forecasting benefits
- the analysis process
- determine on-going staffing costs
- estimated savings & expenses by user department areas
- itemized benefits
- break even point
- ROI
- future value, present value, & net present value
- internal rate of return
- performing what-if analysis.
- 16 PDUs.

Prerequisites:

There are no prerequisites; however, some project management experience is desired.

Materials & Approximate Course Cost:

Tuition for state employees	\$720.00
Estimated Costs for State Employee	\$720.00

Course: CCBA3

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1201	Starting Monday, September 19, 2011, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Classroom 108 3771 Eastwood Dr., Jackson, MS	Verhoef Training

MICROSOFT PROJECT 2007: PART I

Brief Course Description:



Topics covered include:

- project management concepts
- working with tasks
- scheduling tasks
- managing resources
- working with views and tables
- filtering, grouping, and sorting
- finalizing the task plan.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Project 2007: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CMSPJ71

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Thursday, July 21, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Charles Case

MICROSOFT PROJECT 2007: PART II

Brief Course Description:



Topics covered include:

- tracking project work
- analyzing and adjusting the plan
- formatting and reporting
- customizing the project environment
- managing multiple projects
- project communications
- exchanging project data

Prerequisites: MICROSOFT PROJECT 2007: PART I

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Project 2007: Advanced</i>	20.00
Estimated Costs for State Employee	\$145.00

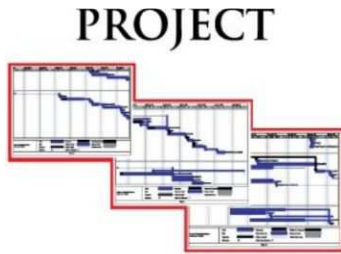
Course: CMSPJ72

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Friday, July 22, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Charles Case

PMP ORIENTATION

Brief Course Description:



Attendance is mandatory if you plan to register for the **October 2011** Preparing for PMI's PMP Examination Cram Course. Registration forms for the **October 2011** Cram Course will be provided at this orientation session.

MANAGEMENT

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees

Estimated Costs for State Employee

NO CHARGE

Course: CPMPOR

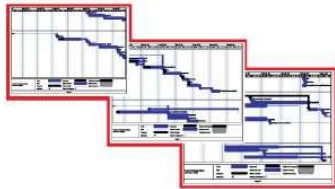
Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Friday, August 5, 2011, for 1 hour	10:30 AM - 11:30 AM Classroom 107	3771 Eastwood Dr., Jackson, MS Monte Luehlfig

PROJECT MANAGEMENT FUNDAMENTALS

Brief Course Description:

PROJECT MANAGEMENT



In this course, students will identify effective project management practices and their related processes. Topics covered include:

- getting started with project management
- initiating a project
- planning for time & cost
- planning for project risks, communication, & change control
- managing a project
- executing the project closeout phase.

Scope, Schedule & Cost

Prerequisites: Some on-the-job experience in participating in managed projects is recommended.

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Project Management Fundamentals</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CPMF

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Friday, July 29, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Monte Luehlfling

PROJECT MANAGEMENT: LEVEL 1

Brief Course Description:



This course is designed to provide proficiency in basic project management techniques, including managing time and costs. Topics covered include:

- fundamentals of project management
- characteristics of a project
- project initiation and scope planning
- scope definition, verification, & change control
- time management
- schedule development & control
- resource identification & cost approximating
- budgeting & cost control.

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Project Management Basics</i>	35.00
Estimated Costs for State Employee	\$160.00

Course: CPM1

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Wednesday, July 27, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107 3771 Eastwood Dr., Jackson, MS	Monte Luehlfig

PROJECT MANAGEMENT: LEVEL 2

Brief Course Description:



Topics covered include:

- quality management
- quality assurance & control
- risk identification & management
- risk analysis, response, & control
- organizational planning
- staff acquisition & team building
- planning & distributing information
- project performance & conclusion.

Prerequisites: PROJECT MANAGEMENT: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Project Management: Intermediate</i>	35.00
Estimated Costs for State Employee	\$160.00

Course: CPM2

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Wednesday, August 17, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107 3771 Eastwood Dr., Jackson, MS	Monte Luehlfig

PROJECT MANAGEMENT: LEVEL 3

Brief Course Description:



This course is designed for managers, supervisors, or team leaders who need to learn about contracts, procurement, solicitation, integration, and the project management process. Topics covered include:

- procurement planning
- planning, soliciting, & selecting
- contract administration & closeout
- project integration & plan development
- implementing plans & controlling change
- the project management process
- execution, control, & project closeout.

Prerequisites: PROJECT MANAGEMENT: LEVEL 2

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Project Management: Advanced</i>	35.00
Estimated Costs for State Employee	\$160.00

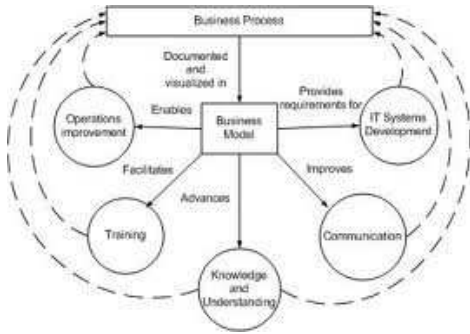
Course: CPM3

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Wednesday, September 14, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107 3771 Eastwood Dr., Jackson, MS	Monte Luehlfig

RELATIONAL DATABASE MODELING & ARCHITECTURE

Brief Course Description:



This course focuses on the best practices for efficient relational database modeling techniques, including data modeling design techniques and the importance of planning in the project life cycle. Students will learn how to produce logical & physical data flow diagrams & will perform the steps involved in creating data models utilizing the entity relationship modeling & normalization approaches. Topics covered include:

- basic Structured System Analysis & Design concepts
- data flow diagrams
- data dictionary
- entity relationship modeling
- data normalization
- process specification
- logical & physical system models
- referential integrity.

Prerequisites:

Experience in data processing fundamentals and a programming language is helpful, but not required.

Materials & Approximate Course Cost:

Tuition for state employees	\$765.00
Estimated Costs for State Employee	\$765.00

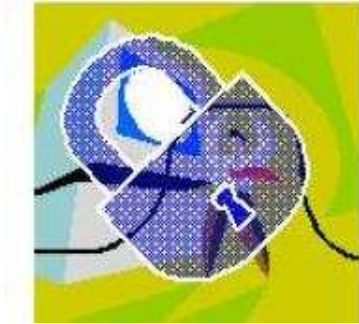
Course: CRDMA

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1201	Starting Monday, August 22, 2011, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Classroom 107	3771 Eastwood Dr., Protech Jackson, MS

SECURITY AWARENESS

Brief Course Description:



This course provides an introduction to common security threats and issues, as well as ways you can counteract them. Students will identify and apply security techniques to common job activities. Topics covered include:

- securing information
- counteracting social engineering exploits
- identifying security measures
- maintaining file security
- guarding against attacks
- handling security breaches.

Prerequisites:

Students should understand fundamental computer concepts, such as how to run applications, manage files, and use a web browser.

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Security Awareness</i>	35.00
Estimated Costs for State Employee	\$160.00

Course: CSEC2

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Friday, August 19, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107 3771 Eastwood Dr., Jackson, MS	Charles Case

SECURITY+ CERTIFICATION

Brief Course Description:



This course is the main course to prepare students for the CompTIA Security+ examination. Topics covered include:

- identify security threats
- harden internal systems and services
- harden internetwork devices and services
- secure network communications
- manage public key infrastructure
- manage certificates
- enforce organizational security policy
- monitor the security infrastructure.

Prerequisites: A+ Certification

Materials & Approximate Course Cost:

Tuition for state employees	\$1,720.00
Estimated Costs for State Employee	\$1,720.00

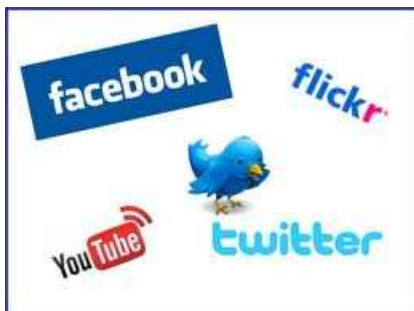
Course: CNHSEC+

Section Information:

Section:	Date & Time Info:			Location:	Instructor:
1201	Starting Monday, August 22, 2011, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS New Horizons

SOCIAL NETWORKING STRATEGIES & TACTICS FOR GOVERNMENT BUSINESS SUCCESS

Brief Course Description:



In this course, students will use PC lab exercises and view demonstrations to develop Web search, writing, and metric skills for social networking applications as they relate to achieving government business goals in the workplace setting. Topics covered include:

- Internet overview
- social media strategies
- social media tactics
- Google
- LinkedIn
- Twitter
- Facebook
- YouTube
- researching on-line legal resources
- government best practices.

Prerequisites:

Students should have reasonable exposure to using Google, LinkedIn, Twitter, Facebook, or YouTube.

Materials & Approximate Course Cost:

Tuition for state employees	\$720.00
Estimated Costs for State Employee	\$720.00

Course: CSOCNT

Section Information:

Section:	Date & Time Info:			Location:	Instructor:	
1201	Starting Monday, August 8, 2011, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Classroom 107	3771 Eastwood Dr., Jackson, MS	Protech

EXCEL 2007: LEVEL 1

Brief Course Description:



This course teaches the basic fundamentals of Excel 2007. Topics covered include:

- spreadsheet terminology
- entering & editing data
- modifying worksheets
- using functions
- formatting worksheets
- printing
- creating charts
- managing large workbooks.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Excel 2007: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CEX071

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Thursday, July 14, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107	3771 Eastwood Dr., Jackson, MS Anne Butler

EXCEL 2007: LEVEL 2

Brief Course Description:



This course teaches students to use multiple worksheets and workbooks efficiently and start working with more advanced formatting options. Topics covered include:

- using multiple worksheets and workbooks
- advanced formatting
- outlining and subtotals
- cell and range names
- lists and tables
- Web and Internet features
- advanced charting
- documenting and auditing
- templates and settings.

Prerequisites: EXCEL 2007: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Excel 2007: Intermediate</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CEX072

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Wednesday, August 17, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108 3771 Eastwood Dr., Jackson, MS	Anne Butler

EXCEL 2010: LEVEL 1

Brief Course Description:



This course teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Topics covered include:

- getting started
- entering and editing data
- modifying a worksheet
- functions
- formatting
- printing
- charts
- managing large workbooks.

Prerequisites:

Introduction to Windows

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Excel 2010: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CEX101

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Wednesday, August 24, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107 3771 Eastwood Dr., Jackson, MS	Leah Chisolm

EXCEL 2010: LEVEL 2

Brief Course Description:



Topics covered include:

- using multiple worksheets & workbooks
- advanced formatting
- outlining & subtotals
- cell & range names
- tables
- Web & sharing features
- advanced charting
- documenting & auditing
- templates & settings.

Prerequisites:

EXCEL 2010: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Excel 2010: Intermediate</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CEX102

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Friday, September 9, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107 3771 Eastwood Dr., Jackson, MS	Leah Chisolm

WORD 2007: LEVEL 1

Brief Course Description:



This course covers the basic functions of Word 2007. Topics covered include:

- the Word Window
- new documents
- navigation & selection techniques
- editing text
- formatting text
- tables
- page layout
- proofing & printing documents
- graphics.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Word 2007: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CWD071

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Thursday, August 11, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107 3771 Eastwood Dr., Jackson, MS	Leah Chisolm

WORD 2007: LEVEL 2

Brief Course Description:



Topics covered include:

- styles
- sections & columns
- formatting tables
- printing labels & envelopes
- templates & building blocks
- graphics
- managing document revisions
- Web features.

Prerequisites: WORD 2007: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
Word 2007: Intermediate	20.00
Estimated Costs for State Employee	\$145.00

Course: CWD072

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Thursday, September 8, 2011, for 1 day	Classroom 107 3771 Eastwood Dr., Jackson, MS	Anne Butler

WORD 2010: LEVEL 1

Brief Course Description:



This course covers the basic features & functions of Word 2010. After an introduction to Word's window components, students will learn how to use the Help system and navigate documents. Topics covered include:

- getting started
- navigation and selection techniques
- editing text
- formatting text
- tables
- page layout
- proofing and printing documents
- graphics.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Word 2010: Basic</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CWD101

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Wednesday, August 31, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 107	3771 Eastwood Dr., Jackson, MS Leah Chisolm

WORD 2010: LEVEL 2

Brief Course Description:



Topics covered include:

- styles & outlines
- sections & columns
- formatting tables
- printing labels & envelopes
- templates & building blocks
- graphics
- managing document revisions
- Web features.

Prerequisites: WORD 2010: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	\$100.00
Lab Fees	\$25.00
<i>Word 2010: Intermediate (First Look)</i>	20.00
Estimated Costs for State Employee	\$145.00

Course: CWD102

Section Information:

Section:	Date & Time Info:	Location:	Instructor:
1201	Starting Thursday, September 22, 2011, for 1 day	8:30 AM - 4:30 PM Classroom 108	3771 Eastwood Dr., Jackson, MS Anne Butler

MENTORED LEARNING

ITS and New Horizons have partnered to bring you new, state-of-the art Mentored Learning!

Mentored Learning is instructor-plus training, meaning two instructors guide the student through the material; one instructs and the other tutors, and the classes are built around the student's schedule. All Mentored classes are available in morning or afternoon sessions any day or days of the week. You will need to schedule your Mentored Learning classes ten (10) days out to ensure that the training materials are in.

Why IT People Love Mentored Training

1. **Flexibility:** You and your child get sick; or an emergency arises at work. Problems can rear their ugly head at the most inopportune time. That's why you need classes structured around your time.
If you're like most people, you don't want to go to school for a solid week and have all your work back up on you while you're gone. But you do want to work smarter and be more productive.
You prefer learning three mornings a week rather than five full days; applying what you learned in the morning to your afternoon work. You want immediate answers from certified instructors for the problems you experience at work. We provide that for you. We accommodate you, your schedule, and your need to produce.
2. **You Learn More:** A funny thing happens with a flexible schedule. You learn more. Students who learn in the morning and apply that knowledge in the afternoon retain more of what they learned.
 - A. **Prep for certification:** You learn more when you study for a test. Our official certification exams prove that you are accomplished at the highest level.
 - B. **One-on-one mentoring:** We offer multiple instructors for each class; one that teaches and one that tutors. The result is a much greater understanding of the material.
 - C. **Teach back:** Students teach our instructors what they've just learned. This has produced amazing results.
3. **Custom Classes:** By assessing the student's skill level, we customize classes to achieve the results you need.
4. **No canceled classes**—guaranteed.
5. **Learning where you want:** We can teach at your location.
6. **Return on investment:** You are, on average, 38% more proficient after New Horizons' training. This represents a \$15,200.00 productivity improvement on a \$40,000.00 salary.
7. **Learning relevant to the work place.** We teach what you need to do your job.
8. **To Register for a Mentored Learning Class:** Call Susan McClain @ 601-432-8186.



Business Course List

Series Titles

401(k) Plans
Access 2000 MOS
Access 2002
Access 2003
Access 2003 to 2010 Upgrade
Access 2007
Access 2007 Advanced
ActionScript
ActionScript 2.0
Basics of Business Math
Budgeting and Saving
Building Relationships
Business Ethics
Career Development (Videos)
Certified Business Analysis Professional (CBAP v2)
Coaching (Videos)
Communicating with Power
Communication (Videos)
Computer Basics
Computing Concepts
Crystal Reports 8
Crystal Reports XI
Customer Service
Customer Service (Videos)
Dealing with Difficult People
Doing Business in China
Doing Business in India
Dreamweaver 8
Dreamweaver CS4
Dreamweaver MX
Dreamweaver MX 2004
Effective Business Communication
Effective Presentations
E-Mailing Your Way to the Top

Estate Planning
Excel 2000 MOS
Excel 2000 MOS Expert
Excel 2002
Excel 2003
Excel 2003 to 2010 Upgrade
Excel 2007
Excel 2007 Advanced
Excel 2010 MOS
Finance (Videos)
Flash 8
Flash CS4
Flash MX
Flash MX 2004
FrontPage 2000
Fundamentals of Business Management
Global Business (Videos)
Grammar
GroupWise 5.5
GroupWise 6.5
Home Business
Innovation in the Workplace
Instructional Design
Internet Explorer 6
Internet Explorer 7
Internet Explorer 8
Interview Skills
Introduction to PCs
Investing Fundamentals
Leadership (Videos)
Leading Teams (Videos)
Lotus Notes 6.5
Lotus Notes 8.5
Lotus Notes R5
Management (Videos)
Management Skills Introduction
Managing Change
Managing Within The Law (Videos)
Motivation
Motivation Methods and Strategies
Negotiating
Office 2000

Office 2003
Office 2007
Office 2010
Office XP
Outlook 2002
Outlook 2003
Outlook 2003 to 2010 Upgrade
Outlook 2007
Paint Shop Pro 5
PC Applications
Photoshop
Photoshop 7
Photoshop CS
Photoshop CS4
PowerPoint 2000 MOS
PowerPoint 2002
PowerPoint 2003
PowerPoint 2003 to 2010 Upgrade
PowerPoint 2007
Problem Solving Through Productive Thinking
Project 2000 MOS
Project 2003
Project 2007
Project Management
Project Management from a People Perspective
Project Management Professional Certification 2005
Project Management Professional Certification 2009
QuickBooks
QuickBooks 2004
Retirement Planning
Sales and Marketing (Videos)
SAP R/3 Release 4.6
Sarbanes-Oxley Act
Self-Management (Videos)
Sexual Harassment in the Workplace
SharePoint 2003
SharePoint 2007
Six Sigma (Videos)
Stress Management
Teams That Work
Time Management for Maximum Productivity
Time Management Fundamentals

Visio 2002
Visio 2007
Windows 2000 Basics – Client
Windows 7
Windows Vista
Windows XP Upgrade
Word 2000 MOS
Word 2000 MOS Expert
Word 2002
Word 2003
Word 2003 to 2010 Upgrade
Word 2007
Word 2010 MOS
Work and Life Balance (Videos)
Workplace Environment (Videos)
Works



Technical Course List

Series Titles

AJAX
C
CGI/Perl
CICS/ESA
Cisco Related Series by MindLeaders BCMSN 642-811
Cisco Related Series by MindLeaders BCMSN 642-812
Cisco Related Series by MindLeaders BCRAN 642-821
Cisco Related Series by MindLeaders BSCI 642-801
Cisco Related Series by MindLeaders BSCI 642-901
Cisco Related Series by MindLeaders CCDA 640-863
Cisco Related Series by MindLeaders CCNA 640-801
Cisco Related Series by MindLeaders CCNA 640-802
Cisco Related Series by MindLeaders CIT 642-831
Cisco Related Series by MindLeaders ICND1 640-822
Cisco Related Series by MindLeaders ICND2 640-816
Cisco Related Series by MindLeaders ISCW 642-825
Cisco Related Series by MindLeaders ONT 642-845
CISSP Security Professional
CIW Foundations 1D0-510
CIW Security 1D0-470
Client/Server
CMS (Conversational Monitor System)
COBOL
COBOL (New)
COBOL (OS/VS)
ColdFusion MX
CompTIA A+ 2006 (220-601)
CompTIA A+ 2006 (220-602)
CompTIA A+ 2006 (220-603)
CompTIA A+ 2006 (220-604)
CompTIA A+ 2009 Essentials (220-701)
CompTIA A+ 2009 Practical Application (220-702)
CompTIA Network+ 2005 (N10-003)
CompTIA Network+ 2009 (N10-004)

CompTIA Security+ 2007 (SY0-101)
CompTIA Security+ 2008 (SY0-201)
CompTIA Server+ 2005 (SK0-002)
Data Warehousing
DB2
DB2 Universal Database
Dynamic HTML
EASYTRIEVE
FOCUS
GUI Design
IIS 6
Internet Marketing
ISPF
ITIL Version 2 Foundation Certificate EX0-100
ITIL Version 3 Foundation Certificate EX0-101
Java 1.2
Java 1.4 Programmer Certification 310-035
Java 2 5.0 Programmer Certification 310-055
Java 2 5.0 Programming
Java 2 Developer SCJD CX-310-252A/CX-310-027
Java 2 Enterprise Design
Java Web Services
JavaScript
JCL
Linux
Linux Red Hat Technician RHCT RH202
Micro Focus COBOL Workbench 4
Microsoft .NET 2.0 App Development MCTS 70-536
Microsoft .NET 2.0 Distributed Apps MCTS 70-529
Microsoft .NET 2.0 Web Development MCTS 70-528
Microsoft .NET 2.0 Windows Development MCTS 70-526
Microsoft .NET 3.5 ASP.NET Apps MCPD 70-564
Microsoft .NET 3.5 ASP.NET Apps MCTS 70-562
Microsoft .NET 3.5 Enterprise Apps MCPD 70-565
Microsoft .NET 3.5 Forms Development MCTS 70-505
Microsoft .NET 3.5 Windows Apps MCPD 70-563
Microsoft .NET Implementing Applications
Microsoft .NET Solution Architectures
Microsoft Exchange 2000 Server Administration
Microsoft Exchange Server 2003 Implement, Manage
Microsoft Exchange Server 2007 MCTS 70-236
Microsoft Exchange Server 5.5

Project 2007 MCTS 70-632
Microsoft Project Server 2003
Microsoft SharePoint Server 2007 MCTS 70-542
Microsoft SharePoint Server 2007 MCTS 70-630
Microsoft SQL Server 2000 Admin, Config, Install
Microsoft SQL Server 2000 Design, Implement
Microsoft SQL Server 2005 Admin MCITP 70-444
Microsoft SQL Server 2005 Data Access MCITP 70-442
Microsoft SQL Server 2005 Design MCITP 70-443
Microsoft SQL Server 2005 MCTS 70-431
Microsoft SQL Server 2005 Solutions MCITP 70-441
Microsoft SQL Server 2005 Upgrade MCITP 70-447
Microsoft SQL Server 2008 Maintenance MCTS 70-432
Microsoft SQL Server 6.5 Admin, Config, Install
Microsoft SQL Server 7 Admin, Config, Install
MVS
Notes 5 Programming
Novell 560 CNE
Novell 570 CNE Advanced Administration
Object-Oriented Analysis and Design
OOP Using C++
Oracle
Oracle 10g Administration
Oracle 10g Database Administration II 1Z0-043
Oracle Database 11g Administration I (1Z0-052)
Oracle Database 11g Administration II (1Z0-053)
Oracle Database 11g SQL Fundamentals I (1Z0-051)
Oracle8
Oracle9i Database Fundamentals 1Z0-031
Oracle9i Database Fundamentals II 1Z0-032
Oracle9i Database Performance Tuning 1Z0-033
Oracle9i SQL 1Z0-007
PHP and MySQL
PowerBuilder 9 Advanced Development
QMF
Rational Unified Process
RDBMS Fundamentals
REXX Programming
RPG IV Programming
Running an Online Business
SAS 6
SAS 8

Solaris 8 System Administrator 310-011
Solaris 9 System Administrator 310-014/310-015
SQL
SQL for the Mainframe Environment
SQL for the Windows Environment
Sybase
TCP/IP
TSO/E
UML 2.0
UNIX Systems
Visual Basic .NET Web Applications
Visual Basic .NET Web Services
Visual Basic .NET Windows Applications
Visual Basic 2005
Visual Basic 6
Visual C#
Visual C# .NET Web Applications
Visual C# .NET XML Web Services
Visual InterDev 6
Visual Studio .NET Advanced Topics
Visual Studio .NET and ASP.NET
Visual Studio .NET Overview
Visual Studio .NET Programming with Visual C#
VSAM
Web Design and Graphics
Web Publishing and Design with HTML 4.01 and XHTML
WebSphere 5.0 Studio Application Developer & J2EE
WebSphere 7.0 with Rational Application Developer
Windows 2000 Active Directory Services
Windows 2000 Directory Design
Windows 2000 Network Administration
Windows 2000 Network Design
Windows 2000 Network Security Design
Windows 2000 Professional Admin, Config, Install
Windows 2000 Server Admin, Config, Install
Windows 2000 Server Basics
Windows 2000 Server Network Management
Windows 7 Configuration MCTS 70-680
Windows 7 Upgrade
Windows Server 2003
Windows Server 2003 Active Directory MCSE 70-294
Windows Server 2003 Administration MCSE 70-290

Windows Server 2003 Infrastructure MCSE 70-297
Windows Server 2003 Network Management MCSE 70-291
Windows Server 2003 Network Planning MCSE 70-293
Windows Server 2003 Security Admin MCP 70-299
Windows Server 2003 Security MCSE 70-298
Windows Server 2008 Active Directory MCTS 70-640
Windows Server 2008 Applications MCTS 70-643
Windows Server 2008 Enterprise Admin MCITP 70-647
Windows Server 2008 Networking MCTS 70-642
Windows Server 2008 Server Admin MCITP 70-646
Windows SharePoint Services 3.0 MCTS 70-541
Windows SharePoint Services 3.0 MCTS 70-631
Windows Vista & Office 2007 Desktops MCTS 70-624
Windows Vista Configuration MCTS 70-620
Windows Vista Enterprise Support MCITP 70-622
Windows Vista Upgrade
Windows XP Application Support MCDST 70-272
Windows XP Professional MCSE 70-270
Windows XP System Support MCDST 70-271
XEDIT
XML

ITS Institute

Student Registration Form

ITS Use Only

Entered by: _____

Date: _____

Name Mr./Ms.:		Social Security Number:	
Agency & Division Name:		Office Phone:	Fax Number:
Office Address: (Specify Handmail, if applicable)		Cell Phone:	
City:	State:	Zip:	Email Address:

Course No./Name	Section 1 st Choice	Section 2 nd Choice	Dates/Times	Course Cost	Materials Needed *
					All None
					All None
					All None
					All None

* Circle All or None. See the current schedule for materials needed for each course.

☐ Bill State Agency

**PLEASE DO NOT PREPAY.
AGENCIES WILL BE BILLED
FOR COURSE COSTS.**

Agency/Employer Code: _____

Provider Number: _____

Agency must provide a 3-digit agency code and an 11-digit provider number for billing purposes. This information may be obtained from the SAAS (Statewide Automated accounting System) or the Education Assistant at (601) 432-8186.

☐ Bill Student ☐ Bill Non-State Agency

All non-state employees and any registrant whose agency is not paying for the course will be billed and must pay tuition and materials BEFORE the class begins.

Billing will be sent to the address given in the Student Information section, unless otherwise specified.

Supervisor Name:			Office Phone:
Supervisor Address: (Specify Handmail, if applicable)			
City:	State:	Zip:	Email Address:

Please Read Carefully Before Signing:

All registration forms MUST be signed by the individual responsible for payment. If the student cancels a vendor-conducted course within thirty (30) days of the first class meeting or an ITS-conducted course within ten (10) days of the first class meeting, the agency/student will be charged the full tuition.

Authorized
Signature: _____

Date: _____

Return form to: ITS Institute, 3771 Eastwood Dr., Jackson, Ms 39211 • Phone: (601) 432-8186 • Fax: (601) 713-6380
For more information on the ITS Institute, visit the website: <http://www.its.ms.gov>

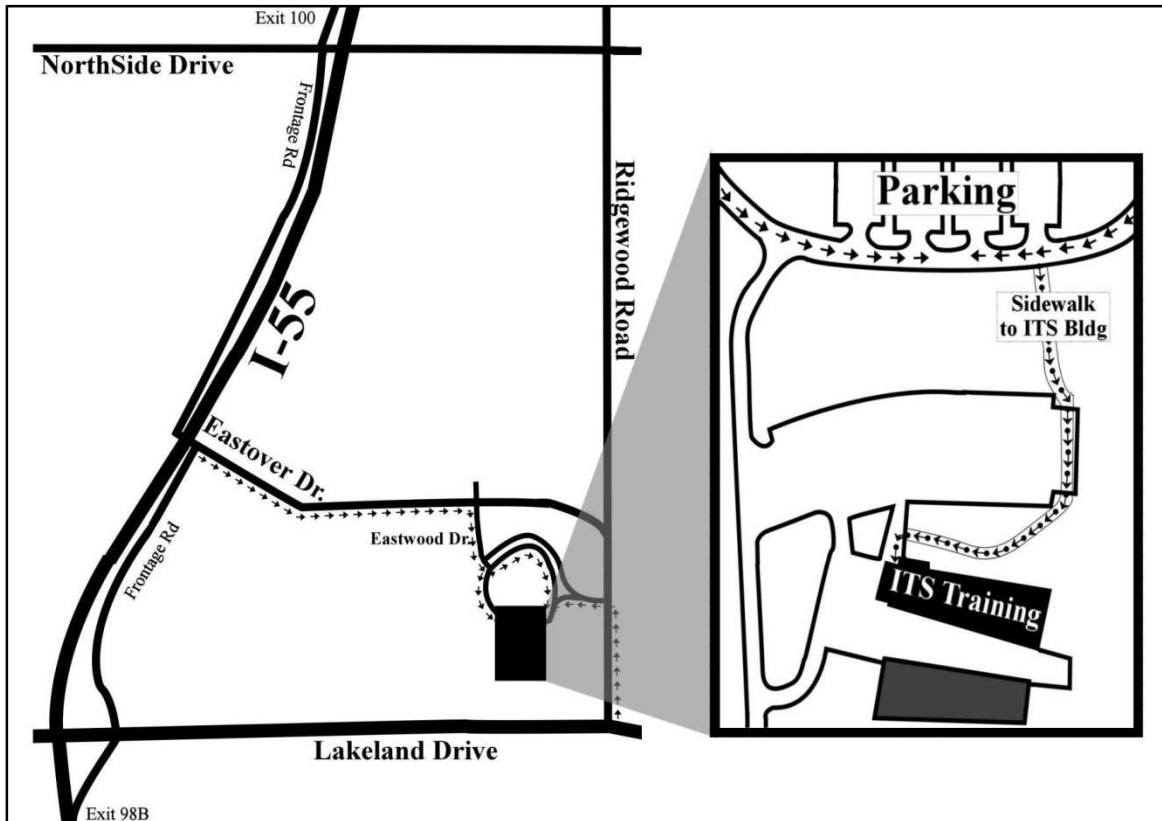
ITS Institute On-Line Training Registration Form		
Name: (Please Print) Mr./Ms.		
Social Security No.:		
Agency & Division Name:		
Office Address: (Specify Handmail, if applicable)		
City:	State:	Zip:
Office Phone:		
Fax Number:		
Cell Phone:		
Email Address:		
Course No./Name:		
ANNUAL SUBSCRIPTION FOR ON-LINE TRAINING		
COURSE COST: PLEASE CHECK ONE		
() ANNUAL SUBSCRIPTION FOR COMBINED FULL LIBRARY ON-LINE TRAINING \$190 per person (includes Technical and Business courses)		
() ANNUAL SUBSCRIPTION FOR TECHNICAL LIBRARY ON-LINE TRAINING \$140 per person (includes Technical courses only)		
() ANNUAL SUBSCRIPTION FOR BUSINESS LIBRARY ON-LINE TRAINING \$110 per person (includes Business courses only)		
<input type="checkbox"/> Bill State Agency PLEASE DO NOT PREPAY. AGENCIES WILL BE BILLED FOR COURSE COSTS.		<input type="checkbox"/> Bill Student <input type="checkbox"/> Bill Non-State Agency All non-state employees and any registrant whose agency is not paying for the course will be billed and must pay tuition and materials BEFORE the class begins.
Agency/Employer Code: _____ Provider No.: _____		
Supervisor's Name: (Please Print)		
<i>All registration forms MUST be signed by the individual responsible for payment.</i> _____ Authorized Signature		

PLEASE RETURN FORM TO:
 Susan McClain, ITS Education Services
 3771 Eastwood Drive
 Jackson, MS 39211
 Phone: (601) 432-8186
 Fax: (601) 713-6380
 susan.mcclain@its.ms.gov
ITS WEB Home Page:
<http://www.its.ms.gov>

ITS Institute

Map and Directions

3771 Eastwood Drive, Jackson, MS 39211
(601) 432-8000



From North of Jackson:

- Take I-55 South to the Northside Drive exit (Exit 100).
- Get on I-55 Frontage Road South and cross over Meadowbrook Road.
- Continue on the frontage road until you reach Eastover Drive.
- Turn left onto Eastover Drive.
- Go under I-55, continuing on Eastover Drive until you reach Eastwood Drive.
- Turn right onto Eastwood Drive and circle around until you reach ITS at 3771 Eastwood Drive.

From South, East, or West of Jackson:

- Take I-20 to I-55 North and take the Lakeland Drive exit (Exit 98B).
- Cross over Lakeland Drive, staying on I-55 Frontage Road North until you reach Eastover Drive.
- Turn right onto Eastover Drive and continue until you reach Eastwood Drive.
- Turn right onto Eastwood Drive and circle around until you reach ITS at 3771 Eastwood Drive.



Department of Information Technology Services

Craig Orgeron, Executive Director

3771 Eastwood Drive
Jackson, MS 39211
Telephone (601) 432-8000
Fax (601) 713-6380
Website: www.its.ms.gov
State Portal: www.mississippi.gov